



FIELD HANDBOOK

PREFACE

The policy statements contained in this handbook are general statements of Company policy. They are not promises of specific treatment under specific circumstances and are not binding upon Pivetta Brothers Construction, Inc. Nothing in the handbook is intended to create an express or implied contract between Pivetta Brothers Construction, Inc. and its employees or to guarantee employment for any term.

Policies, procedures, practices, and benefits may change with time. They may require clarifying, amending and/or supplementing. As such, although the Company generally will be guided by the policies in the handbook, it reserves the right to deviate from them or change them at any time it deems appropriate, with or without prior notice.

This Company has established collective bargaining relationships with multiple unions, and this handbook is not your only source of information on employment-related issues. Union employees are subject to the Company's collective bargaining agreement with the employee's union, and if information in this handbook conflicts with the collective bargaining agreement, that collective bargaining agreement controls. If you have questions about the collective bargaining agreement, you should talk with your union representative.

Questions on matters pertaining to general employment practices or any information included in this handbook should be directed to your supervisor.

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I. WELCOME & INTRODUCTION

Dear Employee:

WELCOME to Pivetta Brothers Construction, Inc. (Pivetta). This handbook has been written to assist you in better understanding the general philosophies, policies, and benefits within our Company. Our Corporate Statement and the Definition of Our Business are included so that you may have a clear understanding of what we plan to accomplish.

Pivetta Brothers Construction, Inc. offers you a special career opportunity to participate as a member of a group of individuals who have joined together to form an exciting, progressive, and creative company. We look forward to your participation and the contribution we expect you will make.

Sincerely,

PIVETTA BROTHERS CONSTRUCTION, INC.

Mark Pivetta

Mark Pivetta,
President

Our Mission:

Pivetta Brothers Construction, Inc. builds long-term relationships with our clients, employees, and vendors by advancing our core values and executing safe, quality, sustainable construction.

II. ABOUT THE COMPANY

Corporate Statement

The achievements of our Company are the results of the combined efforts of each individual in the organization working toward a common set of objectives. To maximize our effectiveness and success, we must meet specific requirements.

- We must utilize the most capable people available for each assignment within our Company and provide a working environment wherein our people are continually looking for better ways to accomplish their objectives.
- A high degree of enthusiasm and teamwork must be encouraged at all levels. In particular, people in leadership positions must not only be enthusiastic themselves, they must engender this enthusiasm among their associates. There is no place in our Company for halfhearted interest or halfhearted effort.
- Even though our Company is made up of people meeting the first two requirements, it is necessary that all levels work in unison toward common objectives and avoid working at cross-purposes.

For this approach to work, it is important that the overall Company objectives be clearly stated and agreed to and that they be reviewed and, if necessary, modified to reflect the changing business environment.

As an employee of Pivetta Brothers Construction, Inc. your part in meeting Company objectives, will be communicated by your supervisor. On a day-to-day basis, your immediate supervisor will provide direction consistent with meeting these goals. The definition that follows provides an overall picture of Pivetta Brothers Construction, Inc.'s direction.

Definition of Business

Pivetta Brothers Construction, Inc.

Pivetta Brothers Construction, Inc.'s mission is to build long-term relationships with our clients, employees, and vendors by advancing our core values and executing safe, quality, sustainable construction.

Since our inception in 1979, Pivetta Brothers Construction, Inc. has been fulfilling its mission through quality workmanship, unprecedented response time, and safe work practices. It is this commitment to quality that has kept our federal, state and private clients coming back - over 75 percent of our clients are repeat clients. Our project history reflects our proven ability to perform work on time and within budget, providing superior client service by going beyond the rudimentary project requirements and becoming an extension of our client's team.

Pivetta Brothers Construction, Inc. has built its legacy on providing our clients with superior work performance. It is our commitment to quality that has kept our clients returning to us for a high level of customer satisfaction.

With a diverse and extensive range of construction experience, Pivetta Brothers Construction, Inc.'s management team has the knowledge and capacity to provide the best combination of quality, cost, and delivery for our customers' projects.

Welcome to Pivetta Brothers Construction, Inc.! We trust that your special abilities and expertise will assist us in becoming the unquestioned leader in our industry. We look forward to helping you explore your opportunities as we grow and expand.

III. FOR THE NEW EMPLOYEE

Orientation

New employees are invited and expected to review our general Company policies and procedures. Our purpose is to orient you to our way of doing business. You will become more familiar with us and learn more about the Company, as well as the opportunities and responsibilities of being an employee at Pivetta Brothers Construction, Inc.

Employee Category

At Pivetta Brothers Construction, Inc., eligibility for benefits and overtime status is determined by employee classification. This Company classifies its employees as shown below and in compliance with federal and state laws and regulations. This Company may review or change employee classifications at any time.

Type of Employment:

- Regular Full Time: Employees who are hired as such and who regularly work 30 hours or more on a full work week basis for a continuous and indefinite period of time.
- Regular Part Time: Employees who are hired as such and who regularly work fewer than 30 hours on a full work week basis for a continuous and indefinite period of time.
- Temporary: Employees hired as temporary, casual or seasonal workers. Temporary employees are not eligible for benefits regardless of the number of hours or weeks worked.

Eligibility for Overtime Pay

Nonexempt: Non-exempt employees are those eligible for overtime pay for all hours worked over 40 per work week. All overtime must be approved in advance. Employees should consult with Human Resources if they have questions regarding their classification as a non-exempt employee.

Exempt: Exempt employees are paid on a salary basis and are not eligible to receive overtime pay. An exempt employee's salary is a predetermined amount that is intended to compensate that employee for all hours worked for the Company and generally not adjusted for variations in the quantity or quality of the work performed. This salary is

generally established at the time of hire or when the employee becomes classified as exempt, and salary is subject to review and modification from time to time. Employees should consult with Human Resources if they have questions regarding their classification as an exempt employee.

Pay Day Policy

Pivetta Brothers Construction, Inc. pays every Friday for the one-week period ended the Saturday before the payday. Pivetta Brothers Construction, Inc. offers a direct deposit plan that all employees are encouraged to participate in. Please submit the appropriate paperwork at your earliest convenience, as the setup process requires two weeks.

IV. ATTENDANCE AND TIME RECORDS

Working Hours

The demands of our business require flexibility in the work schedules established at Pivetta Brothers Construction, Inc. It must be emphasized that it may be necessary for the Company to require you to work overtime and weekends.

The standard workweek is a seven-day period beginning each Sunday and ending Saturday and generally consists of 40 work hours and five days of work. A workweek for all departments is generally five (5) days a week, eight (8) hours per day, Monday through Friday. Normal working hours are from 7:30 a.m. to 4:00 p.m. for shop/field employees and 8:00 a.m. to 5:00 p.m. for the office.

Regular Attendance

Employees are expected to report to work on time and when scheduled. If an employee will be delayed more than a few minutes or is unable to report to work, employees should follow the process explained in “If You Must Be Absent” (see “What Pivetta Brothers Construction, Inc. Expects of You” section). Employees who are absent from work and do not notify their supervisor for more than three consecutive days will be considered to have “voluntarily quit.”

Time Records

All non-exempt employees are required to maintain a record of the total hours worked, or any absences claimed during the week. These hours must be accurately recorded on a timecard, and each employee must verify that the reported hours worked or claimed are complete and accurate (and that there is no unrecorded or “off-the-clock” work). Any violation of this policy, including submitting fraudulent time cards, may result in discipline (up to and including termination).

Overtime Pay

While it is the Company's policy to avoid overtime, there are business situations or production demands that sometimes require overtime work. In these cases, the supervisor will attempt to give you sufficient advance notice concerning scheduled overtime.

Non-exempt employees receive overtime pay at the rate of time and one-half for all hours worked in excess of 40 hours in any workweek. Overtime hours must be authorized in advance. Failure to obtain authorization in advance may result in disciplinary action up to and including termination.

Computation of hours for overtime pay purposes will be made in compliance with applicable federal, state and local law.

Rest and Meal Breaks

The Company requires non-exempt field employees to take a 30-minute unpaid meal break each day when an employee works more than five hours consecutively. Non-exempt office employees are entitled to a 60-minute unpaid meal break. Meal periods will be staggered, so as to provide for continuity of service. Promptness is important so that other employees are not kept waiting. Employees working on job sites will take meal periods as designated by the superintendent. Management may prescribe specific lunch periods at its discretion. The Company discourages employees from working through the lunch hour. Employees who miss their required meal break on any given occasion must report the missed break to their supervisor or manager or to the Accounting Manager.

Non-exempt employees are required to take two paid 10-minute breaks per full shift or one 10-minute break for each four hours of working time. One such break may be taken in the morning and one break may be taken in the afternoon. Employees working on a job site will take breaks as designated by their superintendent. The break periods may not be added to the lunch hour or accumulated in any manner. Employees who miss their required rest breaks on any given occasion must report the missed break to their supervisor or manager or to the Accounting Manager so that proper adjustments can be made to their record of hours worked.

IV. TIME OFF WORK

Paid Sick Leave

Pivetta Brothers Construction, Inc. provides paid sick and safe leave benefits in accordance with Washington's Paid Sick Leave law, Seattle's Paid Sick and Safe Time ordinance, SMC 14.16, and Tacoma's Paid Sick Leave ordinances. For Seattle PSST purposes, this Company is a Tier 2 employer.

Paid Sick Leave Eligibility and Entitlements/Accrual

All employees will accrue paid sick leave at the minimum rate of one hour for every 40 hours worked, and there is no cap on accrual. Exempt employees accrue paid sick leave based on the employee's normal work week regardless of hours worked (e.g., if an exempt employee's normal work week is 40 hours, PSST accrues based on a 40-hour work week). Paid sick leave does not accrue when you are on a leave of absence.

An employee's accrual rate may change by agreement or based on length of service.

Use and Carryover

Employees may use paid sick leave benefits for the following reasons:

- To care for their own health needs or the health needs of their family members. (sick)
- When the employee's workplace has been closed by order of a public official for a health-related reason. (safe)
- When an employee needs to care for a family member whose school or place of care has been closed. (safe)
- For absences that qualify for leave under the state's Domestic Violence Leave Act involving a family or household member. (safe)
- For bereavement of the death of a family member.

For purposes of this policy, "family member" includes an employee's **child** (biological, adopted, foster, stepchild, or a child to whom the employee stands in loco parentis, is a legal guardian, or is a de facto parent, regardless of age or dependency status); a **parent** or **parent-in-law** (biological, adoptive, de facto, or foster parent, stepparent, or legal guardian of an employee or the employee's spouse or registered domestic partner, or a person who stood in loco parentis when the employee was a minor child); a **spouse**; a registered **domestic partner**; a **grandparent**; a **grandchild**; or a **sibling**.

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Employees are entitled to use accrued paid sick leave beginning 90 calendar days after the start of employment. When using paid sick leave, employees will be paid their normal hourly compensation (i.e., the rate that they would have earned if they had shown up for work but not including overtime). When leave is taken for an authorized purpose, the Company assumes employees are electing to use their accrued paid sick leave unless the employee tells us otherwise.

For each employee, up to 40 hours of accrued, unused paid sick leave will be carried over each accrual year unless a more favorable law applies. For purposes of this policy, the accrual year begins for each employee on the employee's date of hire (anniversary year).

Retaliation against you by the Company for using paid sick leave for authorized purposes, or for the exercise of any rights under the Minimum Wage Act (chapter 49.46 RCW) is against Company policy and prohibited by law.

Minimum Increments of Paid Sick Leave

Non-exempt employees may take paid sick leave in 15-minute increments. If you are an exempt (salaried) employee, you must take paid sick leave in increments of one hour or more.

Reasonable Notice Is Required

When paid sick leave can be planned and scheduled, employees are required to request paid sick leave from their supervisor at least 14 days prior to taking leave. Any conflict in paid time off requests will be decided based on Company and customer needs.

If paid sick leave is requested for illness or other unforeseeable circumstances, notify your supervisor as soon as possible. If you are unable to notify your supervisor, have another person make the notification for you as soon as possible.

When leave is needed for reasons related to domestic violence, sexual assault, or stalking, you must give advance oral or written notice to your supervisor as soon as possible. If you are unable to give advance notice because of an emergent or unforeseen circumstance, you or your designee must give oral or written notice to your supervisor no later than the end of the first day that you take such leave.

Verification for Absences

If an employee has used paid sick leave for paid sick leave purposes for more than three (3) consecutive workdays during which the employee is required to work, the employee may be asked to provide verification that establishes or confirms that leave is for an authorized purpose. Verification can include a doctor's note or a signed statement by a health care provider indicating that the use of paid sick leave is for care of the employee or their family member for an authorized purpose or other documentation demonstrating that the employee's use of paid sick leave is for an authorized purpose.

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Verification must be provided to the Company within 14 calendar days of the first day an employee used paid sick leave for any authorized purpose. When leave is related to an employee's or family member's health condition, you are not required to provide any details concerning the specific nature of the health condition in order to use paid sick leave, unless otherwise required by law (e.g., when medical certification is required under another law). Any information you provide will be kept confidential.

If you believe that obtaining verification for use of paid sick leave would result in an unreasonable burden or expense, you must contact your supervisor. Within 14 calendar days of receiving the employee's request, the supervisor will work with the employee to identify an alternative for the employee to meet the verification requirement in a way that does not result in an unreasonable burden or expense. An employee has the right to contact Human Resources if the employee believes the proposed alternative still results in an unreasonable burden or expense. If an employee is not satisfied with the Company alternatives, they may consult with the Washington State Department of Labor & Industries.

Employees may not be for paid sick leave taken until verification is provided.

Employees with questions about paid sick leave benefits may contact Human Resources.

Holidays

Pivetta Brothers Construction, Inc. observes the following holidays:

New Year's Day	Independence Day	Thanksgiving Day	Christmas Day
Memorial Day	Labor Day	Day After Thanksgiving	

Non-exempt employees will not be paid unless work, approved by direct supervisor, is performed on the holiday. Upon approval by a direct supervisor, a PTO day may be utilized for payment of a holiday. Part-time employees working fewer than 30 hours per week are not eligible for this benefit.

Washington Paid Family Medical Leave

Paid Family and Medical Leave (PFML) is a mandatory statewide insurance program that provides Washington employee with paid time off to give or receive care. It is administered by the Washington State Employment Security Department (ESD).

Employees who have worked 820 hours in the qualifying period (equal to 16 hours a week for a year) will be able to apply to ESD to take paid medical leave or paid family leave. If you qualify, this program will allow you to take up to 12 weeks of leave, as needed, if you:

- Welcome a child into your family (through birth, adoption or foster placement)
- Experience a serious illness or injury
- Need to care for a seriously ill or injured family member

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- Need time to prepare for a family member's pre- and post-deployment activities, as well as time for childcare issues related to a family member's military deployment.

If you face multiple events in a year, you might be eligible to receive up to 16 weeks, and up to 18 weeks if you experience a serious health condition during pregnancy that results in incapacity.

While on leave, eligible employees are entitled to partial wage replacement from ESD. This means that ESD will pay a portion of your average weekly pay. The benefit is generally up to 90 percent of your weekly wage, with a minimum of \$100 per week and a maximum of \$1,000 per week. An employee using PFML benefits can also use paid time off from the Company as a "supplemental benefit" that is not reported as "wages" only for purposes of the weekly application for PFML benefits.

Employees who return from leave under this law will be restored to a same or equivalent job if they have worked for the Company for at least 12 months and have worked 1,250 hours in the 12 months before taking leave. If your PFML overlaps with your FMLA leave, you can keep your health insurance while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

It is against company policy and the law to discriminate or retaliate against employees for requesting or taking paid leave. Please go to paidleave.wa.gov for more information.

Family and Medical Leave (Federal)

The federal Family and Medical Leave Act (FMLA) is a law that enables eligible employees up to 12 weeks of unpaid leave within a 12-month period for certain family and medical purposes. This policy provides employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be provided all rights required by law. If you have any questions about your rights, this policy, or a particular situation, please contact Human Resources.

Leave Entitlements

Eligible employees can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

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An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

Leave entitlements are based on a 12-month period beginning on the employee's anniversary date except in cases involving leave taken by a servicemember's caregiver. When leave is taken to care for a servicemember, the 12-month period begins on the first day the employee takes leave for this reason and ends 12 months later regardless of the 12-month period established by the employer for other FMLA reasons.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

The Company requires employees, to the extent permitted by law, to use any accrued paid leave benefits during an otherwise unpaid FMLA leave. In order to use paid leave while on FMLA leave, the employee must comply with the employer's normal paid leave policies.

Eligibility Requirements

An employee must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave; and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Benefits & Protections

While employees are on FMLA leave, employers must continue health insurance coverage (if the employee is already covered) as if the employees were not on leave. If applicable, arrangements will be made for you to pay your share of health insurance premiums while on leave. If you fail to return to work after family and medical leave ends, the Company may recover premiums it paid to maintain health coverage while on leave.

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An employee who takes leave under this policy may be asked to provide a fitness for duty clearance from the health care provider before returning to work. Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

Requesting Leave

Generally, employees must give 30-days advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

The Company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

Employer Responsibilities

Once the Company becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the Company will notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

Enforcement

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.

Jury Duty

You are encouraged to accept and perform your civic responsibility when called upon to serve for jury duty. Employees will not receive regular wages during the absence. With supervisor's approval employees may elect to use accrued PTO for the absence. Notify your supervisor as soon as you receive your summons so scheduling requirements may be handled in an orderly fashion.

Military Service and Spousal Military Leave

This company supports the military obligations of all employees and grants leaves for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will generally be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

Additionally, pursuant to Washington law, employees who work an average of 20 or more hours per week are entitled to take up to 15 days of unpaid leave while their spouse or registered domestic partner is on leave from deployment, or before and up to deployment, during times of military conflict. Any such employee must provide the Company with notice of the employee's intention to take this leave within five (5) business days of receiving official notice that the employee's spouse or registered domestic partner will be on leave or of the spouse's or registered domestic partner's impending call to active duty. An employee may substitute accrued paid leave for any part of the spousal military leave.

Pregnancy Disability Leave

An employee who is unable to work due to a pregnancy- or childbirth-related medical condition will, upon request, be granted a leave of absence for the period of actual sickness and/or disability associated with pregnancy and/or childbirth. The employee must submit medical certification confirming the need for pregnancy disability leave and indicating its anticipated length. Additional certification statements may be required at reasonable intervals, attesting to the employee's continued need for pregnancy disability leave. An employee returning to work from a pregnancy disability leave must provide medical certification that she is capable of performing her job, or, if applicable, indicating any restrictions on her ability to do so. An employee returning from pregnancy disability leave who has taken off only the medically certified time of actual disability will be reinstated to her former position or a similar one, except in the case of business necessity.

Domestic Violence Leave

Employees who are the victims of domestic violence, sexual assault, or stalking (referred to collectively as “domestic violence”) may take reasonable leave from work, including intermittent leave or leave on a reduced leave schedule, to:

- Seek legal or law enforcement assistance or remedies to ensure the health and safety of the employee or the employee’s family member
- Seek treatment by a health care provider for physical or mental injuries or to attend treatment for a family member
- Obtain, or assist a family member in obtaining, services from a domestic violence shelter, rape crisis center, or other social services program
- Obtain, or assist a family member in obtaining, mental health counseling related to an incident in which the employee or the employee’s family member was a victim
- Participate in safety planning, temporarily or permanently relocate, or take other actions to increase the safety of the employee or family member

An employee who is a family or household member of a domestic violence victim (“family or household member” includes a child, spouse, parent, parent-in-law, grandparent, or person with whom the employee has a dating relationship) may also take reasonable leave to assist the victim with the items listed above. You must provide advance notice of your intent to take such leave, if possible. If you cannot provide advance notice due to an emergency or unforeseen circumstance, you must provide notice no later than the end of the first day you take the leave. Reasonable safety accommodations are also available unless it poses an undue hardship on the operation of the Company’s business. The Company has the right to require verification that you or your family member is a victim of domestic violence, and that the leave is taken for one of the purposes listed above. An employee taking such leave may use accrued paid time off or may take the leave without pay.

Unpaid Leave of Absence

An unpaid leave of absence may be available to an employee for medical or personal reasons when all other leave has been exhausted or when no other leave is available to the employee. A leave of absence must be requested in writing and submitted to your supervisor as soon as the need for such a leave is known. No benefits, such as sick leave, are earned while on unpaid leave. Group insurance coverage may terminate at the end of the month in which the unpaid leave of absence begins. If you desire to continue your group coverage (and if policy provisions permit it), you must make arrangements to prepay your individual premium each month. Such arrangements should be taken care of before beginning an unpaid leave of absence. Failure to return from leave as agreed will be treated as a resignation of employment.

V. SAFETY

Safety - A Mutual Responsibility

Safety and accident prevention are vital. Safety meetings and training courses are held on a regular basis.

It is our goal to prevent personal injury to our employees and that: (1) safety hazards are eliminated from all jobs; (2) unsafe acts or conditions are detected, reported and corrected; and (3) safety consciousness is instilled in all employees.

The law does not allow employees who are not "40 hour HAZMAT" trained to work on certain jobs. The Company provides the voluntary and optional training but does not pay wages for the time the employees are in class.

Some important guidelines follow, but you must remember that no mere set of rules can ever assure safe operations. The assurance can only come from observing the following safety procedures and practices every minute of every working day. **You should refer to the Pivetta Brothers Construction, Inc. Safety Program for specific safety requirements. If you have any questions, the Safety Coordinator will assist you.**

1. It is every employee's responsibility to immediately report to management any condition or practice which might cause injury to employees or damage to equipment.
2. Protective gear, which is necessary to properly protect you from injury, must be used.
3. Protective guards for mechanical equipment must be USED AT ALL TIMES.
4. Employees are required to put equipment away when not using it. Orderly conditions in your work place are as important to safety as is your appearance. You should at all times keep your individual work area clean and free from objects which could in any way cause accidents or injury to you or to others.
5. Employees are not permitted to work or remain on Company premises alone. A supervisor must be present when employees are working after normal business hours.
6. Repair of any electrical device will ONLY be done by qualified personnel.
7. Observe all instructive signs posted at the job site.
8. Keep all job sites clean and uncluttered at all times.
9. Be constantly alert for hazardous conditions. Report any unsafe condition to your supervisor immediately.
10. Always use the right tools and equipment for the job. Use them safely and only when you are qualified.

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11. A list of emergency phone numbers can be found at every supervisor's desk or will be posted at the job site.
12. Only authorized personnel are permitted to operate Company equipment.
13. Never attempt to push or lift an object that could cause back injury. Ask for assistance.
14. Lock out/tag out and confined space entry programs must be complied with at all times.

Safety and Accidents

We all want Pivetta Brothers Construction, Inc. to be a safe and healthy place to work. Accidents can be serious, cause pain and result in loss of work, time and income. If you see unsafe conditions, report them immediately to your supervisor so they can be corrected.

You must report all job-related injuries and illnesses to your department supervisor immediately. Do not ignore small scratches or cuts, burns, bruises or abrasions -- these should be treated at once. Do not wait. Failure to report an injury could affect your compensation claim should the injury be more serious than first determined. Familiarize yourself with the location of fire extinguisher and first aid kits.

If the accident or injury happened at work and requires medical treatment after going home, see a doctor of your choice or go to the emergency room at the hospital. Advise your supervisor of the name of the doctor or hospital where treatment was received. Our office Supervisor can assist you in filing a claim for benefits if the treatment provider has not already done so.

Follow this procedure if you are involved in or observe an accident on Company property or a job site:

1. Report the accident to your supervisor immediately. If your supervisor is not available, obtain and complete an accident form from the office.
2. Assist injured people, but do not risk aggravating an injury through ill-advised attempts at treatment.
3. If you suddenly find yourself thrust into a position of responsibility, you should accompany an ambulatory accident victim to the nearest aid station. If an accident victim cannot be moved, see that a doctor and ambulance are called at once. When time permits, in extreme emergencies, alert the hospital before the accident victim arrives.

Vehicle Accidents

If you are driving a Company vehicle or driving any vehicle on Company time and are involved in an accident, make every reasonable effort to obtain names, addresses and telephone numbers of all others involved, as well as any witnesses. Immediately contact the local police ("911"), and then contact your direct supervisor to arrange for transportation from the scene to an approved clinic for post-accident drug testing. The police accident form must be completely filled out and submitted to the office within 24 hours. Do not make any statement as to responsibility for the accident at the scene.

Employees may not operate a Company vehicle or drive on Company time after they have consumed alcohol, taken any illegal drugs, or if their ability to operate a vehicle is impaired in any way.

Workplace Security and Violence Prevention

The Company is strongly committed to providing a safe, violence-free workplace. We discourage employees from engaging in any physical confrontation with a violent or potentially violent individual or from behaving in a threatening or violent manner. Threats, threatening language, or any other acts of aggression or violence made toward or by any employee will not be tolerated. A threat may include any verbal or physical harassment or abuse, attempts to intimidate or instill fear in others, menacing gestures, stalking, or any other hostile, aggressive, and/or destructive actions taken for the purposes of intimidation. Weapons are prohibited on Company premises to the extent permitted by law.

All Company employees bear the responsibility of keeping our work environment free from violence or potential violence. Any employee who witnesses or is the recipient of violent behavior should promptly inform their supervisor, manager, or the Human Resources Department. All threats will be promptly investigated. No employee will be subject to retaliation, intimidation, or discipline as a result of reporting a threat in good faith under this guideline.

Any individual engaging in violence against the company, its employees, or its property will be prosecuted to the full extent of the law. All acts will be investigated, and the appropriate action will be taken. Any such act or threatening behavior may result in disciplinary action up to and including termination.

VI. WORKING CONDITIONS

Non-Discrimination

The Company is an Equal Opportunity Employer. Pivetta Brothers Construction, Inc. employs only U.S. citizens and lawfully authorized non-U.S. citizens. All employees must provide employment eligibility verification as required by the U.S. Citizenship and Immigration Services.

It is the Company's philosophy and policy that any unlawful discrimination against any employee or applicant based on race, color, sex, sexual orientation, gender identity, pregnancy, creed, religion, national origin, age, disability, genetic information, marital status, veteran or military status or any other factor protected from discrimination by state, local or federal law. This policy applies to all employment practices including recruiting, hiring, pay rates, conditions of employment and termination.

Pivetta Brothers Construction, Inc. also prohibits any form of harassment, joking remarks or other abusive conduct directed at employees because of their race, color, sex, sexual orientation, gender identity, pregnancy, creed, religion, national origin, age, disability, veteran or military status, marital status or any other factor protected from discrimination by state, local or federal law.

Reporting Discrimination

If you experience or witness conduct that you feel is discriminatory, please be sure to raise the matter for discussion and review so that Pivetta Brothers Construction, Inc. can investigate and take prompt and effective action. You are encouraged to approach your supervisor or the General Manager, or you may raise the matter by completing and submitting a “*Request to Discuss Unresolved Problem with President*” form attached to this Handbook.

No Retaliation

Pivetta Brothers Construction, Inc. also prohibits retaliation against employees who report discrimination or provide information in connection with an investigation of alleged discrimination. If you feel that you have been retaliated against for bringing forward a concern or participating in an investigation, you should promptly notify your supervisor, the General Manager or the President.

Reasonable Accommodation

Whenever possible, the company makes reasonable accommodations for qualified individuals with disabilities or sincerely held religious beliefs to the extent the accommodation does not impose an undue hardship. This company also makes accommodations for pregnant employees and employees impacted by domestic violence. Employees who would like to request a reasonable accommodation should please contact your supervisor or the General Manager for additional information.

No Workplace Harassment

Workplace harassment based on an employee's sex, sexual orientation, race, religion, age, disability, or other protected status is a form of discriminatory behavior. It will not be permitted here at Pivetta Brothers Construction, Inc. Harassment can take many forms, including slurs, comments, jokes, innuendos, unwelcome compliments, pictures, cartoons, pranks, and/or other verbal or physical conduct that create an intimidating, hostile, or offensive working environment or interfere with an individual's work performance or employment opportunities.

Sexual harassment is a type of harassment that occurs when the types of verbal and physical conduct described above are sexual in nature or directed at a person because of her/his gender. Sexual harassment also occurs when employment opportunities or benefits are conditioned on an employee granting sexual favors to, or having a romantic relationship with, a supervisor or manager and can take the following forms:

- Sexual conduct that interferes with another person's work performance or creates an intimidating, hostile or offensive work environment.
- Personnel decisions (e.g., promotion, raises, scheduling) made by a supervisor based on the employee's submission to or rejection of sexual advances.
- Submission to a sexual advance used as a condition of keeping or getting a job, whether expressed in explicit or implicit terms.

No employee shall be subjected to unwelcome verbal or physical advances or any other on-the-job conduct that could be interpreted as harassment. This protection against harassment includes conduct involving co-workers, supervisors, managers, vendors, clients, or guests. Supervisors and managers are expected to model appropriate behavior and to intervene if they witness potentially harassing behavior. Supervisors and managers receiving a complaint or observing inappropriate behavior should immediately discuss it with the General Manager or the President.

Reporting Harassment

If at any time you feel that you are being harassed, you may confront the harasser and ask that the conduct stop. If you are uncomfortable doing this, or the conduct does not stop, be sure to bring the conduct to the attention of your supervisor, the General Manager or the President

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immediately. Pivetta Brothers Construction, Inc. will investigate the matter as discreetly as possible and take prompt, effective action appropriate under the circumstances.

Workplace harassment is improper conduct and it will not be tolerated at Pivetta Brothers Construction, Inc.

No Retaliation

Pivetta Brothers Construction, Inc. also prohibits retaliation against employees who report harassment or provide information in connection with an investigation of alleged harassment. If you feel that you have been retaliated against for bringing forward a harassment concern or participating in an investigation of alleged harassment, you should promptly notify your supervisor, the General Manager or the President.

Open Door Policy

Our goal at Pivetta Brothers Construction, Inc. is to provide a pleasant working environment for all employees. This is achieved by developing and maintaining a cooperative working relationship among employees based on mutual respect and understanding. We recognize the need for procedures that will allow employees to call attention to work-related matters that they feel need correction.

We strongly endorse an "Open Door" Policy where an employee has the right to meet with his or her supervisor to discuss such matters of concern.

The Company's Open Door Policy is in effect during each working day. Our success has been built on the free exchange of ideas, creative management and identification and quick resolution of problem areas.

VII. WHAT PIVETTA BROTHERS CONSTRUCTION, INC. EXPECTS OF YOU

Facilities

The general appearance of our facilities is a direct reflection of pride in our workmanship and us. There is a place for everything and everything should be in its place. It is everyone's job to keep all of our facilities, our equipment and our work areas neat and clean.

Business associates and our customers often visit us. If our plant and job sites appear neat, orderly and efficient, our visitors will carry away a favorable impression of our operation and our organization. They will have confidence in our ability to fulfill any commitments we may make and you too, will enjoy a neat, clean, efficient workplace.

Authorization of Employment

All employees of Pivetta Brothers Construction, Inc. are required by federal law to verify their authorization to work in the United States. In compliance with the law, the Company prohibits discrimination in hiring, recruiting, referring for a fee and discharging based on citizenship and national origin.

Cell Phone and Mobile Device Policy

The Company retains the right to monitor employees for excessive or inappropriate use of their cell phones or mobile devices. If an employee's phone or mobile device usage causes a decline in productivity or interferes with our operations, we'll ban that employee from using their device(s) on the jobsite.

Employees may face severe disciplinary action, up to and including termination, in cases when they:

- Excessive use that interferes with productivity
- Cause a security breach
- Violates our confidentiality policy
- Causes an accident by recklessly using their phones

Mobile Device Usage on Worksites

This policy applies to all workers and visitors entering the worksite.

Company Rules

- Only those individuals authorized by Project Management are permitted to use mobile devices on worksites. The use of mobile devices on site is prohibited unless express consent is granted by Project Management. This includes talking, texting, emailing, playing games, etc.
- The use of mobile devices is not permitted while operating heavy equipment, mobile material handling equipment, aerial work platforms, etc. or while performing any other activity that requires your full attention.
- The use of mobile devices is not permitted while attending safety meetings or while receiving safety-related information such as a safety talk.
- Supervisors should make every reasonable effort to avoid using their mobile device or making calls while directing activities on the worksite.
- Mobile devices should be turned off when working. The ringer may startle you or someone else in the area.
- The use of mobile devices is not permitted around explosive or flammable atmospheres or while decanting or working with flammable or combustible material.
- If an urgent family matter requires a worker to use their mobile device, the worker must coordinate with the supervisor so that the communication can be done in a safe manner.
- In areas where the employer mandates that mobile devices are not permitted on site, the employer may provide secure storage for mobile devices to prevent theft (e.g., a lockbox).

Permitted Uses

Workers are permitted to use mobile devices when they are in the following designated safe areas:

- Designated break areas such as the company's break room, lunch room, site trailer, and offices.
- Supervisors are permitted to use mobile devices in the construction trailer, in the site office, or at one of the designated safe areas listed above, provided it is away from general work activities.
- Supervisors are permitted to use mobile devices on site when expressed consent is provided by Project Management.

Anyone who violates this policy will be subject to disciplinary measures, up to and including termination, depending on the circumstances and the company policy.

Company Property and Communications

Any items provided by Pivetta Brothers Construction, Inc. for business purposes are considered company property, including but not limited to storage facilities, vehicles, offices, workspaces, desks, chairs, lockers, computers, laptops, tablets, telephones, cell phones, smart phones, scanners, servers, emails, voicemails, electronic documents and paper documents. Upon separation, employees are required to surrender any company property they possess.

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Employees do not have a reasonable expectation of privacy when using company property. The company retains the right to access all company property including vehicles, phones, computers, desks, file cabinets, storage facilities, and files and folders (electronic or otherwise) at any time.

Communication and Information Systems

The Company's communication and information systems should be used by employees primarily for conducting company business. Communication systems include, but are not limited to, any handheld wireless device such as mobile phones, laptops, and tablets or more traditional devices such as phones, fax machines and mailing systems. Information systems include computers, internet/intranet, navigations systems, networks and electronic mail.

Incidental, occasional, and infrequent use of the company's communication and information systems for personal use is permitted if such use does not interfere with work of an employee, or the work of another employee, or the computer's operation. Employees should exercise care with the personal use of any communication and information system devices, and should not expect personal usage or information stored in these systems to be kept private.

The Company reserves the right to monitor, inspect, control and retain company property, including, but not limited to, monitoring and/or inspecting computers, emails, internet usage, telephone logs, company-issued cell phones (including call logs, text logs, emails, internet usage), vehicle navigation systems, or other location monitoring devices used to ensure usage is consistent and compliant with company policies. Monitoring or inspection could occur at random or if the company feels there is misuse of company property.

You may not use the company's e-mail, voicemail, Internet, or computer systems in any way that violates the Company's no-harassment and no-discrimination policy. Keep in mind that any conduct that adversely affects an employee's job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the company or the company's legitimate business interests may result in disciplinary action up to and including termination. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject employees to disciplinary action up to and including termination. Examples of forbidden transmissions include sexually explicit messages, cartoons, or jokes; unwelcome propositions or love letters; ethnic or racial slurs; participation in "chat rooms" for personal purposes; or any other message or file that can be construed to be harassment or disparagement of others based on any other protected trait. Likewise, you may not use the Company's computer and Internet system to access pornographic materials. Nothing in this policy is meant to, nor should it be interpreted to, in any way limit any employees' rights under any applicable federal, state, or local laws, including the right to engage in protected concerted activities with other employees to improve or discuss terms and conditions of employment, such as wages, working conditions, and benefits.

Social Media

Pivetta Brothers Construction, Inc. recognizes that its employees may use social media sites and blogs for both personal and professional reasons. Examples of such sites include Facebook, Myspace, LinkedIn and Twitter (although this policy covers use of any social media, blog, or similar site). Please remember that when you use any form of social media your posts, comments, and the like may not be private. As such, Pivetta Brothers Construction, Inc. asks all employees to observe the following guidelines in their use of any social media:

- If you identify yourself as a Pivetta Brothers Construction, Inc. employee in connection with any social media “profile” you maintain, please be sure that you qualify your comments or posts by noting that they are yours alone and do not reflect the position of Pivetta Brothers Construction, Inc. Only employees specifically authorized in writing by Pivetta Brothers Construction, Inc. may make posts on Pivetta Brothers Construction, Inc.’s behalf, and then only in accordance with Company guidelines regarding such posts.
- If you comment on Pivetta Brothers Construction, Inc., its services, or its competitors, you must disclose your employment relationship with Pivetta Brothers Construction, Inc. Commenting on such matters anonymously is strictly prohibited. In addition, employees should refrain from making untruthful or disparaging remarks about Pivetta Brothers Construction, Inc.’s competitors or their products under any circumstances.
- You should not use Pivetta Brothers Construction, Inc.’s logo or any other protected marks or brands of Pivetta Brothers Construction, Inc. in your online posts for commercial purposes.
- Do not post any of Pivetta Brothers Construction, Inc.’s non-public, confidential, proprietary, or trade secret information online for any reason or under any circumstances.
- Examples of confidential or proprietary information include information having to do with Pivetta Brothers Construction, Inc.’s upcoming promotions, corporate strategies, advanced advertisements and/or internal reports.
- Do not disclose Pivetta Brothers Construction, Inc.’s business plans, forthcoming products, or non-public financial information online.
- Be respectful in your posts. Employees are expressly prohibited from posting information about others that may be considered threatening, intimidating, harassing, or a violation of the Company’s policies against discrimination and harassment.

While Pivetta Brothers Construction, Inc. tolerates employee use of social media, the Company neither requires nor encourages any employee to do so (except for those employees hired to work on Pivetta Brothers Construction, Inc.’s social media presence). Your participation in social media is voluntary and personal in nature, should be done on personal time (unless you are assigned to such activity on behalf of the Company), and, if you are non-exempt, is not compensable time. An employee choosing not to participate in social media will not suffer any

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adverse impact in the terms and conditions of their employment, just as any employee choosing to participate in social media will receive no additional workplace benefits or considerations.

Pivetta Brothers Construction, Inc. reserves the right, to the extent permitted by law, to monitor employee use of social media to ensure compliance with its workplace policies. Above all else, remember to exercise common sense in your use of social media and not to say anything that would embarrass yourself, your colleagues, or Pivetta Brothers Construction, Inc. Social media can quickly become viral, so once you've decided to post, be prepared to live with the resulting consequences. Please note that none of the above guidelines are intended to prohibit employees from using social media to engage in legally protected, concerted activity.

Dress Code

Your personal cleanliness and appearance are of importance to both yourself and the Company. Our requirements are simple and reasonable -- we expect you to dress neatly and avoid any apparel that may not be in keeping with good business taste and safety standards. Although by no means inclusive, the following are a few dress requirements:

- Garments should cover body. Shirts shall be worn at all times. Shorts are not permitted.
- Clothing containing suggestive words or pictures should not be worn. Examples include: obscenity, nudity and other suggestive printed designs on blouses, shirts, pants and hats.
- Do not wear loose clothing, neckties, long sleeves or jewelry (rings, watches, necklaces, bracelets, etc.) that might get caught or tangled in moving equipment.
- Hair should be worn at a safe and conservative length. Facial hair must not interfere with proper usage and operation of any equipment.
- Field personnel are required to wear a company supplied hard hat at all times.

Time Cards and Time Slips

All non-exempt employees are required to maintain a complete and accurate record of the total hours worked or any absences claimed during the week. For field employees, your day ends when work is stopped at the job site, the truck is loaded, and the site secured. Time sheets are filled out daily by field personnel and are to be reviewed by the job superintendent. All time cards will be figured on the actual time worked, and in accordance with your normal work schedule. Office employees are responsible to submit a weekly timecard to their supervisor for approval.

Solicitation and Distribution of Literature

Our Company will continue growing as a successful competitor in the industry if we devote our full attention to quality work. As a consequence, solicitation of any kind on Company premises during working time will not be tolerated.

Employees are not allowed to solicit other employees during working time. In the interest of maintaining clean and orderly facilities, the distribution of literature in working areas and non-working areas during working time is prohibited. Work time includes both the soliciting and the solicited employees' work time, that is, the time for which the employees are paid and

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expected to be performing services for the Company. Reasonable forms of solicitation are permitted in non-work areas during non-work time, such as before or after work, or during meal or break periods. Non-employees and outsiders are not permitted to solicit or distribute literature on Company premises at any time. This restriction includes charity solicitors, salespersons, questionnaire surveyors, union organizers, and any other individuals engaging in solicitation or distribution. Moreover, an employee is not to enter or remain in the interior of the building or other working area unless he/she is on duty or scheduled to work.

Garnishments

Garnishments are unpleasant for both you and the Company. It is hoped that personal financial obligations will be kept in order. Garnishments will be handled as required by law, but when legally permissible, employees may be charged for the additional costs and workload they place on our office personnel.

Confidential Information

You may from time to time come into possession of confidential and highly sensitive information about our Company, our customers, our suppliers, or other corporations with which the Company does business. Each employee is required to maintain confidentiality at all times.

Drug- and Alcohol-Free Workplace

It is essential that all employees be alert and in full possession of their faculties when working to protect the safety of our work force, our work place, and the public, as well as promote high standards of conduct, integrity, and efficiency. Being under the influence of or being impaired by controlled substances or alcohol can cause permanent injury or death.

Accordingly, no employee may report to work or remain on duty while under the influence of or impaired by alcohol or any controlled substance. The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the functions of your work effectively and in a manner that does not endanger yourself or others. For purposes of this policy, “controlled substances” are defined to include any drug or controlled substance illegal under federal (including marijuana, used either recreationally or medicinally), state or local law. No employee may possess, sell or distribute alcohol or controlled substances while on Company property, job sites or on Company time.

To prevent controlled substances, alcohol and other contraband from being brought onto the Company premises, the Company may, at its discretion, inspect any locker, package, purse, tool box, vehicle or other personal belongings brought onto the Company premises in connection with the investigation of any rule violation or in the maintenance of a safe workplace. Employees may also be subject to testing, as permitted by law, and are required to cooperate in all investigations of suspected policy violations or of workplace safety.

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Violation of this policy may result in disciplinary action, up to and including immediate termination. Evidence of employee use of alcohol and/or illicit drugs in violation of this policy includes but is not limited to: smell, smoke, residue and/or employee admission of use. Pivetta Brothers Construction, Inc. will deal with each violation in its discretion in accordance with its current policies and practices and the specific circumstances involved. This may include requiring an employee to satisfactorily complete an approved drug abuse assistance or rehabilitation program or to submit to drug or alcohol testing as a condition of continued employment.

Employees possessing a commercial driver's license are held to additional standards for testing and other matters as outlined in the Company's substance abuse policy for employees required to possess a commercial driver's license. That policy is separate from this Handbook and available to employees on request. Union employees may also be held to additional or different standards for controlled substances and testing, as outline in the collective bargaining agreements with their union.

Smoking

One of the most abused privileges is that of smoking. Smoking is permitted outside of the office building only. **Smoking (including e-cigarettes) is NOT allowed on jobsites, nor in company vehicles.**

Disciplinary measures will be taken against those who endanger and deface our buildings and properties through careless use and discarding of smoking materials. Only approved receptacles must be used! Never use trashcans or the floor.

Our Company wants to be known for the cleanliness of its buildings and atmosphere. We can take pride in this!

Tools

The Company will provide a list of required tools necessary for performing daily work tasks. Each employee is responsible for furnishing and replacing any of these tools if lost or damaged.

Bulletin Boards

Information regarding changes in working schedules, overtime, safety, Company policy and other matters related to your employment are posted on the Company bulletin board for your guidance. This bulletin board is for Company use only. Please make it a practice of reading the notices on the board daily. A posted statement is considered as sufficient notice, and it is your responsibility to be aware of items so posted.

Notice of Changes

For your protection, convenience and benefit, you are requested to notify the office immediately of any change in your name, address, phone number or number of dependents. Keeping this information accurate enables us to reach you in an emergency, forward your mail and W-2

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forms, maintain benefits and compute your payroll deductions. This personal information will be handled with complete confidence. We will not supply personal information to unauthorized individuals.

If You Must Be Absent

You were hired because we need you to be at work on a timely and regular basis. Work schedules are disrupted when you are absent. Tardiness and absenteeism also place additional burdens on your fellow employees. If you know you must be absent or late on a certain day, discuss it in advance with your supervisor. Your request will be given serious consideration.

If you cannot report for work as scheduled because of an emergency or illness, and it is not possible for you to obtain advanced authorization, you are expected to contact either your supervisor or another member of management as early as possible before the time you are scheduled to start work.

If you do not report to work and fail to notify the Company for three consecutive days as to the reason for your absence, the Company will consider this action as a voluntary quit and process your termination.

When you call in, you will be asked to provide the reason for your absence and when (date and time) you expect to return to work. Reporting an absence does not excuse the absence. You should know that you might be required to substantiate the reason for your absence or lateness.

Failure to follow any portion of this policy may be grounds for discipline and termination.

Rules of Conduct

At Pivetta Brothers Construction, Inc., we have no lengthy list of rules governing the conduct of employees. Instead, we expect all employees to use common sense and good judgment in determining what is and is not appropriate behavior at work.

As a general guideline, any behavior or action that violates Company policy, practice, procedure and/or local, state or federal law is inappropriate and may result in disciplinary action up to and including discharge. Most behavior or action that falls within this definition can be described in one or more of the following ways:

- It is, causes, contributes to, or results in poor work performance or climate (for example, insubordination).
- It is unethical (for example, dishonest, a conflict of interest or the appearance of such conflict infringes on the rights of others).
- It is a violation of Company policy, practice or procedure (for example, any behavior or action that interferes with the effective and efficient operation of the Company, creates or

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results in hazardous or unsafe working conditions, inappropriate use of work time on the job, unauthorized or unexcused absences).

- It is illegal (for example, theft, vandalism, destruction of property, possession and/or use of illegal drugs) weapons). In all cases, illegal behavior or action is also a violation of Company policy.

The above is not intended to be all inclusive of the appropriate standards of conduct or other obligations of employees. Accordingly, if you have any questions or doubts about whether or not a particular behavior or action is appropriate, ask your supervisor or any member of the management team for clarification or direction.

The Company reserves the right to take disciplinary action for other infractions not specifically referenced here. Any discipline taken in accordance with the above guidelines does not modify the at-will nature of the employment relationship.

Work Review

Your supervisor will work with you on an ongoing basis to help you improve at your job. In this way he/she will be able to give you constructive suggestions about how to improve your work. Periodically your supervisor will meet with you individually to review your work. If you have any questions about your job, you should feel free to talk to your supervisor at any time.

Training and Development

Pivetta Brothers Construction, Inc. recognizes and understands the importance of keeping our employee's current on licensing and training. The Company has a commitment to the training and development of all employees. We provide training for all our employees on an individual basis paid for (or reimbursed by) the Company. All training and licensing will be maintained by the Company's HR department.

If you have any concerns about the training/licensing you have or will obtain, please direct your inquiry to your first line supervisor or HR Department.

Termination - Leaving Employment

All employees are requested to submit, in writing, notice of intent to leave employment at least two weeks prior to the actual date of resignation.

Just as any employee may resign at any time for any reason, the Company reserves the right to terminate an employee at any time for any reason. This policy applies to all of our employees, irrespective of their length of service, and will continue to apply to your employment as long as you work for Pivetta Brothers Construction, Inc.

This booklet is the property of Pivetta Brothers Construction, Inc. and must be returned to the Company upon leaving employment.

VIII. IN CLOSING

Growing with Pivetta Brothers Construction, Inc.

In today's environment, and society, what you do makes a difference, and you have to decide what kind of difference. Only by continuous growth and learning can people or companies hope to succeed.

At Pivetta Brothers Construction, Inc., individual responsibility is encouraged not only for better performance on the present job but also for growth in any assigned job. The degree of advancement at the Company is dependent upon the desire, capability and individual performance of each employee.

In industry, society, education, and in individual pursuits, the same thing always holds true: the future belongs to those who plan ahead and prepare themselves.

Let's continue to accept the challenge and responsibility for individual and corporate growth!

Sincerely,

PIVETTA BROTHERS CONSTRUCTION, INC.

Mark Pivetta

Mark Pivetta
President

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Acknowledgment of Receipt and Understanding

Read and Sign Immediately

I understand and acknowledge that:

- I understand that the Handbook contains important information, including information about the Company's expectations for its employees and its policies against harassment and discrimination.
- The statements contained in the Handbook are intended to serve as general information concerning Pivetta Brothers Construction, Inc. and its existing policies, procedures, practices of employment and employee benefits.
- This handbook is not my only source of information on employment-related issues. If information in this Handbook conflicts with the collective bargaining agreement, that collective bargaining agreement controls. If I have questions about the collective bargaining agreement, I should talk with my union representative.
- The Handbook does not constitute a promise of specific treatment in specific circumstances, but rather presents guidelines that may be changed by Pivetta Brothers Construction, Inc. whenever in its judgment a change is necessary or appropriate, including to clarify, amend and/or supplement the information contained in the Handbook. I understand that all information contained herein state general policies, which are subject to change at any time.
- I have received a copy of Pivetta Brothers Construction, Inc. Handbook, and I understand that I am expected to read the information outlined in the Handbook and ask any questions I may have concerning its contents.
- This Handbook supersedes any prior handbook or policy statements whether oral or written.

Employee's Signature: _____

Employee Printed Name: _____

Date: _____

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Date of incident: _____

Employees involved: _____

Summary of incident: _____

Details: _____

Resolution suggested: _____

Submitted by: _____

Date: _____

Name (Please print): _____